

Idaho School for the Deaf and the Blind
Policies and Procedures
Section: 1100
Subsection: Interpreting Services Policy

Revised February 05

Reference:

Purpose:

To ensure appropriate communication for deaf or hard of hearing students or staff at ISDB for educational and community related business.

Policy:

Every effort will be made to expedite interpreting services in a reasonable and expeditious manner. ISDB Interpreters will not be used in any other capacity except that of enhancing communications between Deaf staff and students and the hearing staff members in the normal course of educational or campus and community related business needs. This means if another agency wants to come to the campus and talk to any specific individual in an "official capacity," that agency should arrange for an interpreter, at their expense, to support their work.

Procedure:

1. All requests for interpreting services shall be coordinated by the "Coordinator of Interpreting Services."
2. All requests should be submitted on the proper forms provided.
3. All requests should be made at least five working days prior to the event.
4. Every effort should be made to follow the guidelines established by the Idaho Registry of Interpreters of the Deaf (IRID).
5. All requests for "reverse interpreting" all follow the same procedures.
6. Off-campus interpreting services will only be provided to students during educational experiences or medial appointments.

Revise/ Approved – February 05
Harvey W. Lyter III, Interim Superintendent